

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4444      **TITLE:** Correctional Health Nurse I

**GRADE:** S-21

**DEFINITION:**

Under the direction and guidance of a Correctional Health Nurse III or staff physician, dentist, or psychiatrist, works a 12-hour shift in the Adult Detention Center's Health Care Section, providing inmates with health care services; guides, counsels, directs and treats inmates with medical concerns and conditions; administers routine health care; responds to emergencies when summoned; promotes good health and disease prevention among inmates and their families; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the entry level in the Correctional Health Nurse series. Incumbents provide routine and emergency health care under the supervision of a higher-level professional.

**ILLUSTRATIVE DUTIES:**

Provides inmates with routine and emergency health care;  
Assists other members of the medical team with providing inmate medical care;  
Conducts health histories on newly-admitted inmates and recidivists;  
When necessary, makes referrals of inmates to the staff physician, nurse practitioner, dentist, mental health professional, or specialist in alcohol and/or drug abuse treatment;  
Determines the need for emergency hospital care;  
Ensures all medication is administered in accordance with standard operating procedures and as ordered by the authorizing authority;  
Documents all treatment and counseling on the appropriate records;  
Reviews requests for sick call treatment;  
Ensures proper protective equipment is worn or used;  
Maintains universal precautions, and promotes their observance by all agency staff;  
Complies with agency operating procedures and health care standards adopted by the American Correctional Association, the National Commission on Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;  
On a need-to-know basis, communicates with other sections in the Office of the Sheriff as to special conditions and management status of inmates with special health concerns;  
Serves as a member of the Institutional Classification Committee;  
Responds to questions from inmates, their families, and other health care providers.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of routine nursing procedures, practices, and protocols;  
Skill in establishing and maintaining effective working relationships with co-workers, other staff members, inmates, and their families;  
Ability to learn agency operating procedures and the health care standards adopted by the American Correctional Association, the National Commission on Correctional Health Care, the Virginia Board of Corrections, and the Virginia Board of Health Professionals;

Ability to become familiar with general operations in a detention facility;  
Ability to provide routine health care in accordance with established protocols;  
Ability to determine laboratory test results and accurately record them;  
Ability to administer medications in accordance with the agency's standard operating procedures and as ordered by the authorizing authority;  
Ability to think and appropriately react quickly in medical emergencies.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from a school of nursing in a licensed practical nursing program;  
One year of full-time experience providing hands-on health care.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a current, valid license to work as a Practical Nurse in the Commonwealth of Virginia.

**SPECIAL REQUIREMENTS:**

Prior to appointment, must successfully complete a criminal background investigation, a polygraph examination, and a psychological examination;  
Must undergo a medical screening prior to starting work.

REGRADED:                      July 8, 2006  
ESTABLISHED:                July 21, 1997